# Outlook Web Access (OWA)

Using a web browser such as Internet Explorer, you can access your Legislative email and calendar via Outlook Web Access (OWA). All you need is a computer that has Internet connectivity.

To access OWA, enter the following address in your web browsers address bar

- https://owa.legis.state.ak.us
- Enter your 7 character username.
- Enter your password and click 'Log On'
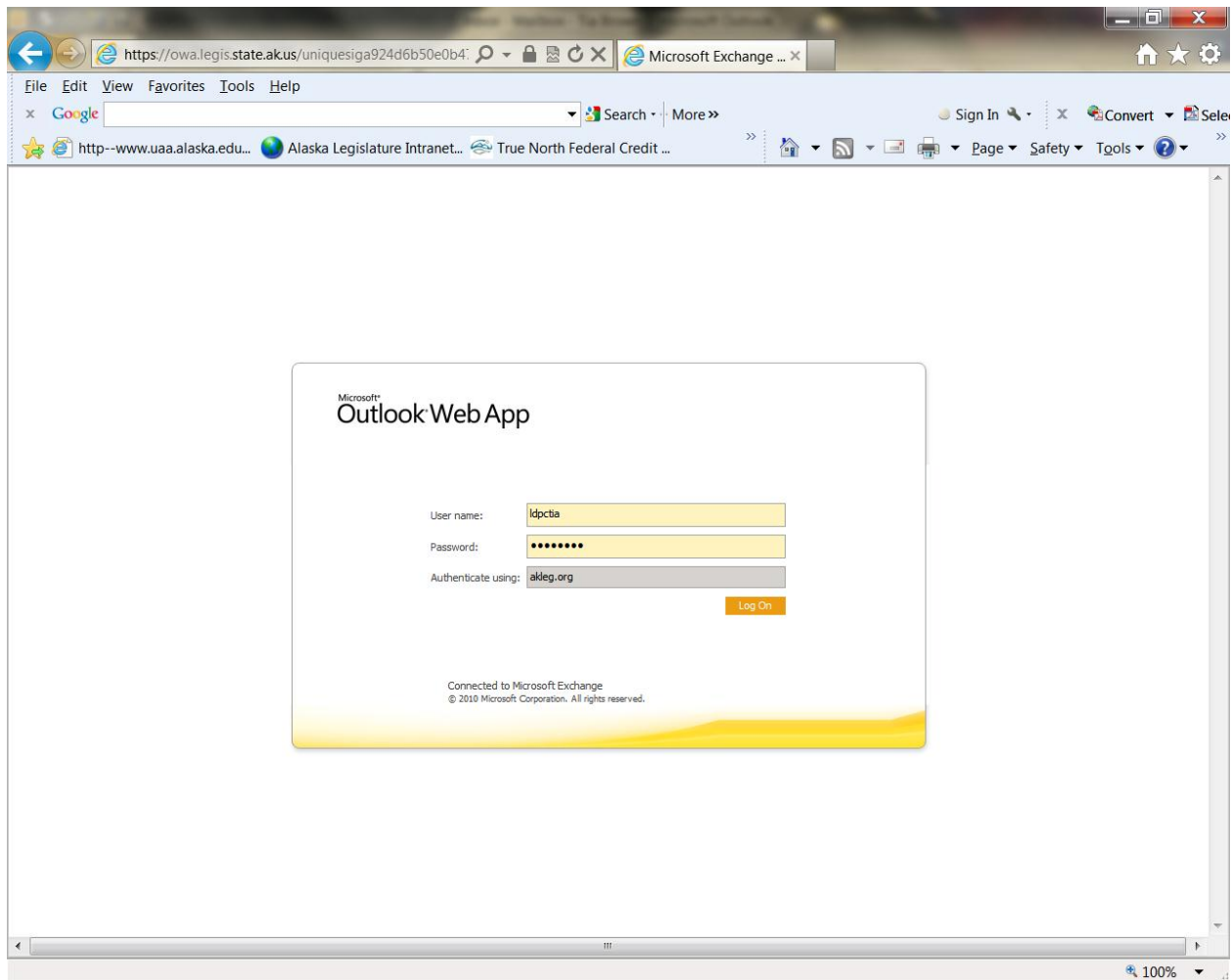
You should now see a screen with your Outlook information. In addition to your email, you will see Calendar, Contacts, Tasks, etc.
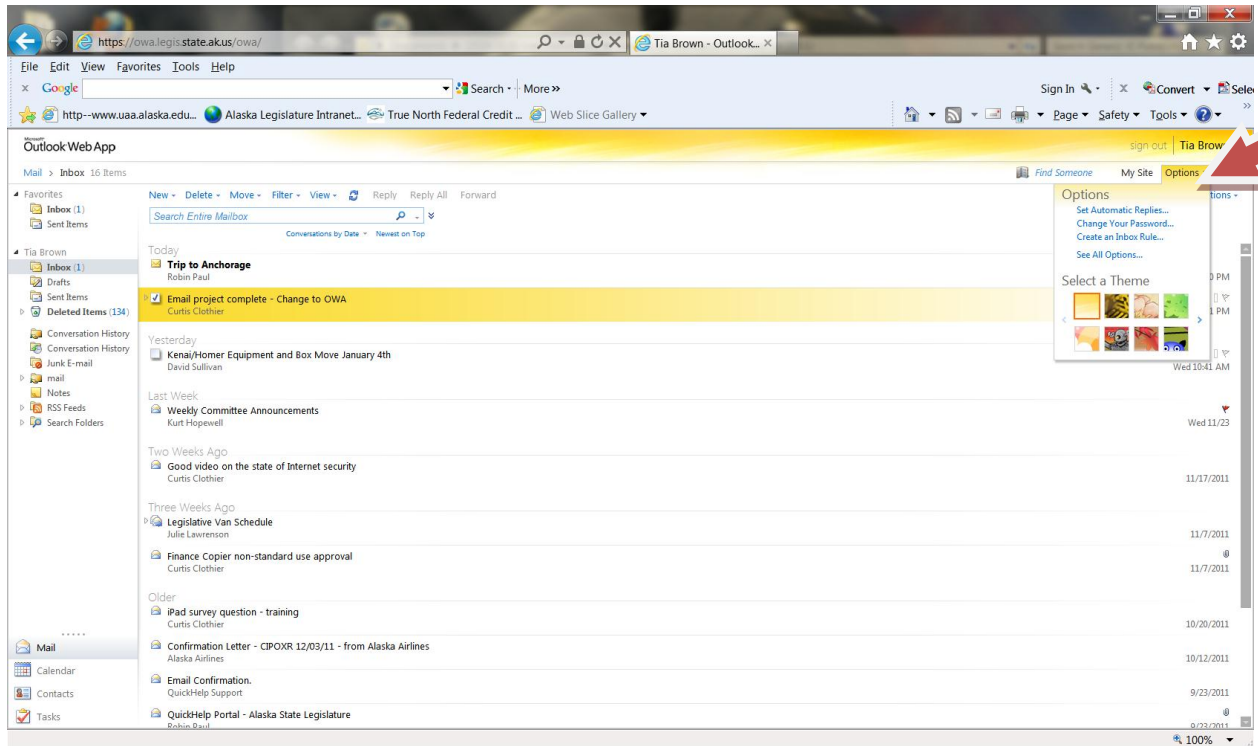
In the top right corner of the page you have the options menu.

- The options menu will allow you to change a few of the settings on how OWA looks.
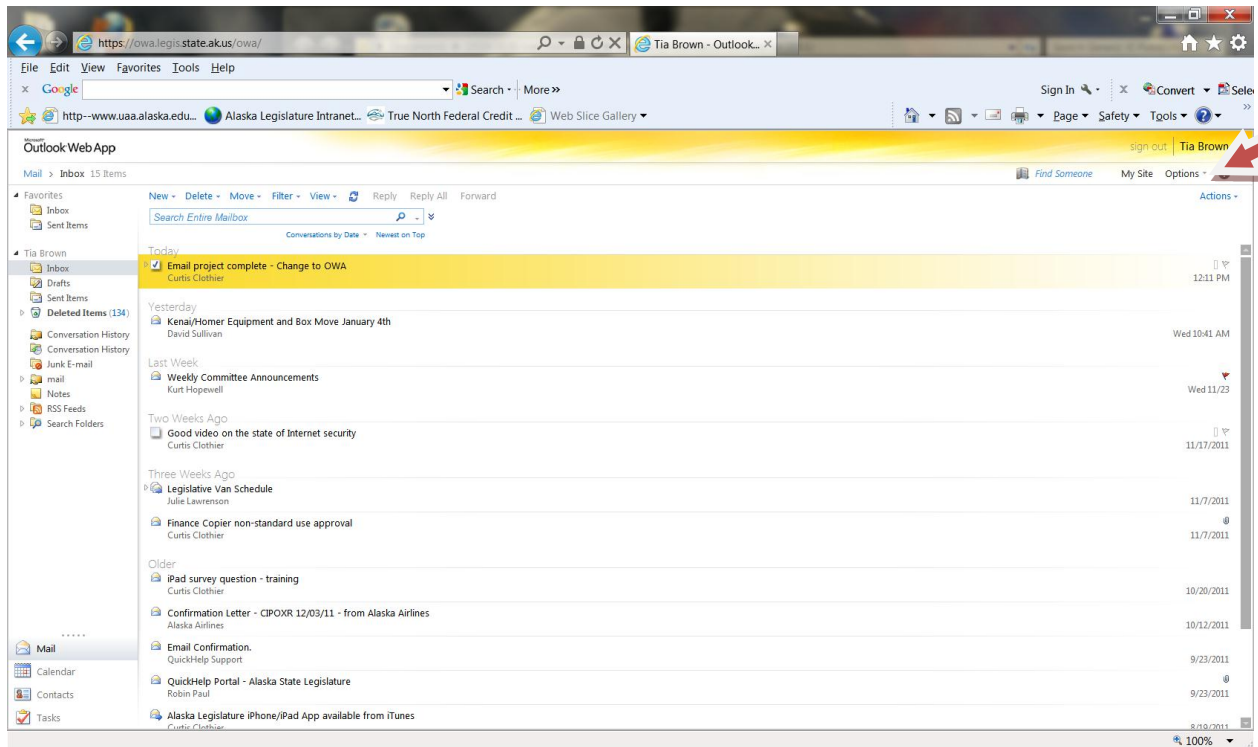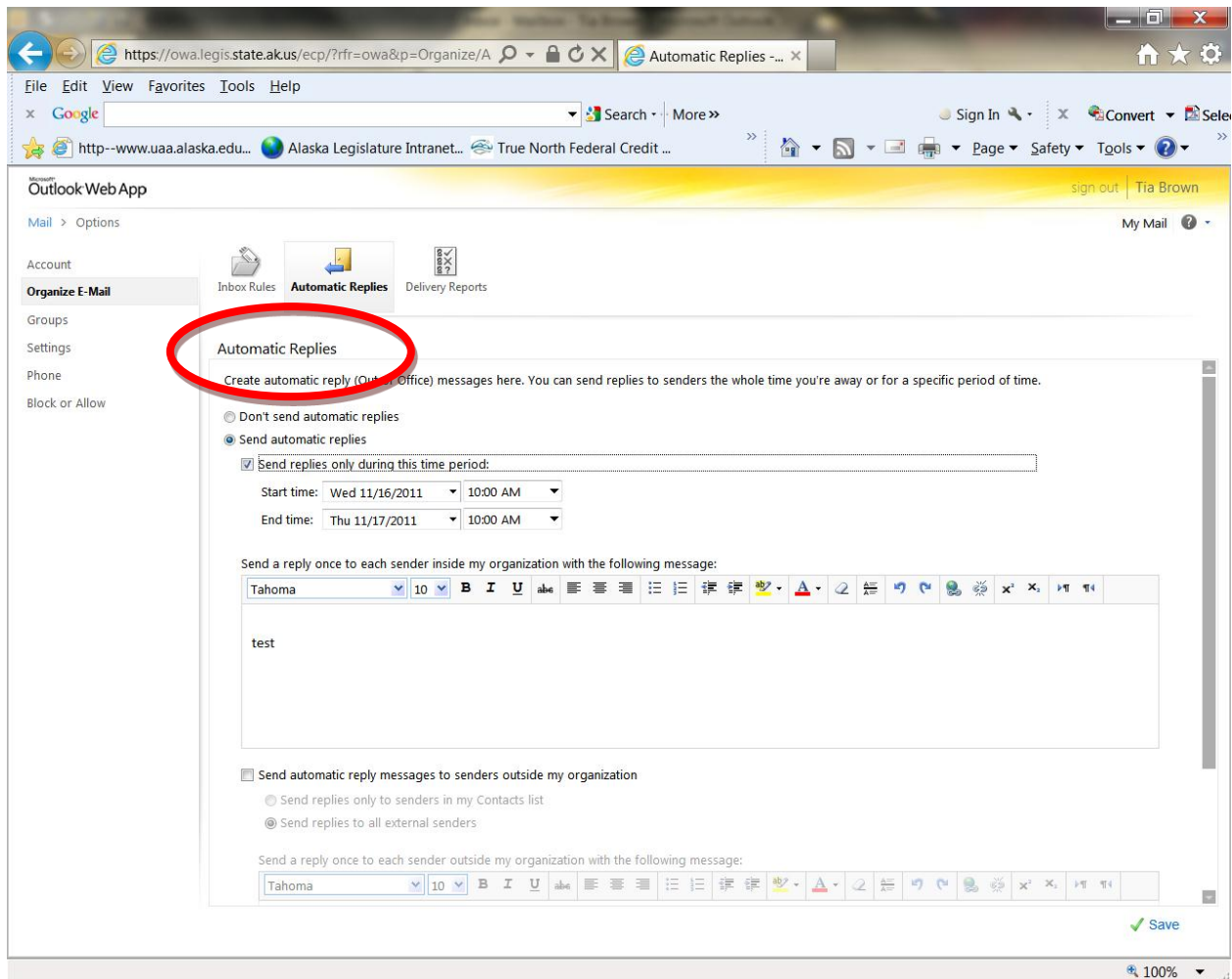

Make sure to click 'Sign Out' (in upper right corner of the page) when you are finished.

Instructions for setting the Automatic Replies using Outlook Web Access (OWA):

To Turn Automatic Replies On Or Off Using OWA:

1. Log onto OWA.

2. Click the Options button located on the top right of the page (continue on next page).

3. In the Options menu select Automatic Replies.

4. In the Automatic Replies window, select the radio button to set the Assistant to on or off.
    Don't send automatic replies - To turn off the Automatic Replies.
    Send automatic replies - To turn on the Automatic Replies.

5. You can set the reply for a certain time period or until you turn it off.

6. Type the message you want people to receive when out of office.

7. Click the Save button located at the top left of the window to apply your settings.